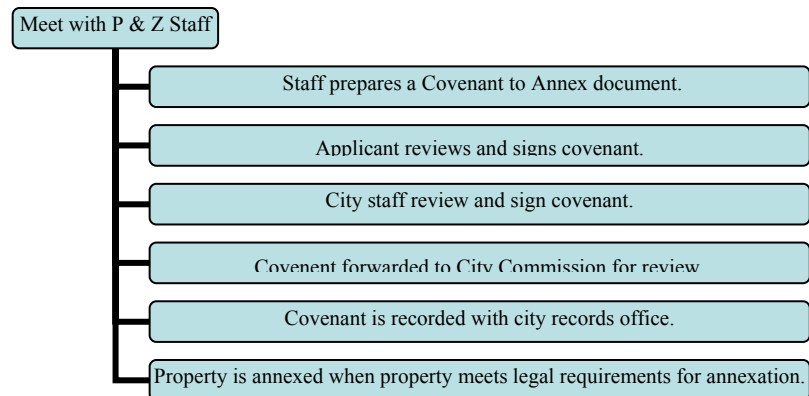


Covenant to Annex

A covenant to annex is required when a developer wishes to receive the benefits of City utility services, but cannot apply for annexation because the property is not adjacent to the existing city limits, and therefore cannot annex at this time. The covenant to annex is simply an agreement to pursue annexation at such time as the property may be legally annexed by the City of Leesburg. While the covenant is in effect, the development may use city utility services.



The general process for preparing a covenant to annex is described below:

1. Make an appointment to meet with Planning and Zoning Division Staff to review the process and requirements for a covenant to annex.
2. Staff will prepare a covenant to annex document.
3. Staff reviews covenant for completeness and accuracy.
4. Staff reviews the applications for sufficiency, to determine if additional information is needed to process the application.
5. The application is distributed to City departments for review and comment.
6. The proposed covenant to annex is presented to the City Commission for two readings.
7. The City Commission issues a final determination at the second reading.